

FOCUS

on program management

CC Short Bursts

STOP LOSS

As of April 30 Stop Loss is still projected to go into effect May 2 for 99 of-ficer and enlisted AFSCs.

The list will be reviewed every 60 days for additions/deletions.

MEDICALASSESSMENTS

Thanks to everybody's hard work we are making steady progress and are fast closing in on 50 percent compliance.

This is a huge improvement from January's 19 percent.

Keep it up ... goal still is May 30.

The best results are realized by those who scan the documents and e-mail to arpc.sgpdl@arpc.denver.af.mil.

SFSDEMOBILIZATION

As Operation Iraqi Freedom winds down there will be increased scrutiny of mobilized numbers.

This is even more so for SFS since Air Force paid for more than 7,800 Army Guard members.

Either hardship or mission essential justification is required for SFS mobilized beyond June 30.

DEMOBILIZATION

Please ensure medical assessments are completed prior to demobilization date.

Also, ensure demobilization dates include any leave/downtime member wants to take.

ANNUAL TOUR

The budget is really tight this year. Anticipate having your annual tour requirements in by May 30.

vRED

Start now on having your members update their emergency notification data through the vMPF.

Reporting guidelines

Ready Reservists ordered to active duty shall report as ordered unless excluded, delayed or exempted, for reasons cited in the Air Force Reserve Policy Clarification Message 3.

In most cases, reservists must report within 24 hours of notification, unless physically unable.

If unable, documentation the member provides to you must support a case of extreme hardship greater than that which other members can expect to experience if activated.

For a member to adequately substantiate a true and genuine hardship justifying an exception from active duty service, the member must meet the criteria outlined below.



♦**Current policy.** Set forth in AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members.*

♦**Criteria.** Member must provide evidence of the following:

- Hardship is not temporary.
- Conditions have arisen or have been aggravated to an excessive degree since military service began or since being involuntarily recalled to active duty.
- Retention causes undue hardship either to the member or to the member's family.
- Every reasonable effort was made to remedy the situation.
- Separation or discharge will eliminate or materially alleviate the condition — no other means of alleviation are reasonably available.

♦**Documentation.** To substantiate financial hardship, the following documentation must be included:

- A specific statement of the financial hardship condition.
- A physician's statement of disability if the financial hardship is caused by the disability of a family member.
- Proof of prospective civilian employment with income that would exceed the member's military pay.
- A list of other family members with their

IMA statistics	
 	
As of April 15	
Total mobilized (incl Phase II) ..	4,149
Extensions	1,300
Replacements	50
DD 214s produced	2,266

ages, occupations, incomes, and locations.

- A list specifically outlining debts.
- An explanation of why other family members (i.e., spouse) cannot assist with the financial support needed.

♦**Result.** If a member's hardship request is approved, the member will be discharged.

For more information, please contact Judy James, director of personnel program management, at DSN 926-6426 or e-mail: judy.james@arpc.denver.af.mil.

IMA - 12 Outstanding Airmen

Great news! We are proud to report, out of three nominations we submitted for the 12 Outstanding Airmen of the Year Award, two have been chosen to go forward to complete at the Air Force level. Our airman candidate, SrA. Oman Abed and our NCO candidate, TSgt. Justin Vickers, both from AETC Security Forces, are moving forward for the "big win."

Reserve Service Commitment

According to HQ USAF/REP, implementation of the Reserve Service Commitment program will be slipped from April 1 to October 1.

Implementation policy and guidance will be forthcoming.

Please address your questions to Jim Jenkins, HQ ARPC/XP, DSN 926-6299, 800-525-0102, ext. 71246 or by e-mail to Jim.Jenkins@arpc.denver.af.mil.

Unsatisfactory rosters

Input on the FY02 unsatisfactory participation roster was due to the personnel support division, DPAF, by April 7.

If you have not returned your roster with input, please do so quickly so DPAF can consolidate and analyze the data. Thank you to those who have returned their rosters.

Also, since we are already in the second quarter of FY03, now is the time to review your Discoverer workbook, to see your assigned member's FY03 participation training progress.

RMVS and IMA vacancies

Point of contact information is an integral portion of the data contained in the Web-based Reserve Management Vacancy System (RMVS) vacancy advertisements.

The information is helpful for reservists and individuals seeking a more detailed description of the duties and responsibilities tied to a specific position.

Another valuable feature is the member's ability to volunteer for an assignment directly in RMVS.

Several calls have been received from reservists who are interested in positions, but can't find the point of contact information they need to apply.

Reservists have submitted their applications online and have received no response.

We are requesting your assistance in updating the POC information along with specific requirements for the position, and reviewing RMVS on a regular basis to retrieve the vacancy status code "S," application submitted, data for review of potential applicants and receipt notification to the member.

If you require assistance in retrieving reports or require additional training, contact Al Stewart or SMSgt. Holly Wolfe at DSN 926-6429/6771.

IMA locator/alpha information

This database was designed by the ARPC personnel system managers and contains a myriad of data on IMAs.

Some of the data available is OPR/EPR due roster, MAJCOM alpha roster, MAJCOM alpha roster by AFSC, MGIB roster and IMA training by PAS.

The data is extracted from MilPDS and refreshed every two weeks.

This database is located on the ARPC program manager Web site. The Web site provides downloading instructions, login and "how to use" guidance, how to create a desktop shortcut and frequently asked questions and answers.

OJT Administration

Upgrade training (UGT) is the key to the total training program which leads to award of the higher skill level and is designed to increase skills and abilities.

The military training division (DPAT) sends out training statistics monthly.

Personnel assigned in your command that have been in UGT for more than 36 months, the maximum time allowed for upgrade training, are in "excessive training" as outlined in AFI 36-2201, Vol 3, *Air Force Training Program On The Job Training Administration*, chapter 4.

Those who have had a one-level AFSC for more than 36 months, are not progressing in training and are not mobilization assets.

We need your assistance taking the appropriate administrative action in getting these folks upgraded, withdrawn from training or reassigned to the Individual Ready Reserve (IRR).

Our training managers stand ready to assist you. Contact the military training division at DSN 926-6396 to discuss potential remedies.

Virtual record of emergency

The Virtual Record of Emergency Data, (vRED) allows members 24-hour access to their emergency data from anywhere there is a computer terminal with Internet access.

A new feature of the Virtual Military Personnel Flight (vMPF), vRED replaces the Form Flow version of the DD Form 93, *Record of Emergency Data*, and provides real time central data storage and backup capabilities.

Reservists are encouraged to visit the vMPF Web site to update their vRED information as soon as possible.

Completion of the vRED will be mandatory for all Air Force members. The vMPF can be accessed at www.afpc.randolph.af.mil and then clicking on the vMPF logo in the

center of the page.

Individuals are encouraged to establish a vMPF account by logging onto the vMPF Web site and following the directions.

Individuals will need to provide their Social Security number, major command, pay date and date of rank to establish this vMPF account.

SGLI war related coverage

Military members covered by the Servicemembers' Group Life Insurance are covered in the event of death in a military conflict. But surviving family members of those who choose commercial life insurance policies instead of SGLI coverage may not be so lucky.

Many commercial life insurance policies carry what is called a "war clause" or "military service exclusion," a provision that excludes coverage for death or injury caused by acts of war, according to the National Guard Bureau staff judge advocate. If the policy has a "war clause" or "exclusion," the life insurance company is not required to pay the full face value of the policy to beneficiaries.

SGLI does not have a war clause. People maintaining SGLI and their families are covered in these cases. The NGB noted that some commercial life-insurance companies — as a matter of company policy, customer service and public support — do not have war clauses in their policies.

The important thing, according to the judge advocate is for military members — active, Guard or Reserve — to read their policies carefully and maintain insurance for themselves to ensure coverage and benefits during times of conflict.

Claims for reimbursement

ARPC receives numerous SF Form 1164s, *Claim for Reimbursement of Expenditures*, from IMAs that are incomplete and lack coordination by the program managers.

Please make sure your IMAs submit their SF 1164s and supporting documentation to you before forwarding to the orders approving official at ARPC.

Packets should include: PM coordination, copy of receipt(s), cost worksheet/justification, non-availability statement for lodging and base transportation, and a copy of orders if possible.